**OTLA Standardisation Meeting Notes**

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| **Date of meeting** | | 17th July 2024 | **Time** | 10:00am – 12:00pm | |
| **Venue** | | Drop-in Room, EII South | | | |
| **Attendees** | | Wendy Scott  Amy Beadell  Helen Overton-Hore  Susie Higgs  Kait Lysdal Vagnsø  Sue Muldowney  Mandy France  Gill Keightley  Tiffany Matthews | **Apologies** | Stacey Allan  Claire Allen  Liv Fallon  Julie Fleming  Alison Long  Rachel McCarthy  Helen Myatt  Rachael James  Jennie Beddard  Jo Brooke  Louise Warren  Sandra Russell  Sue Jupp  Vanessa Cass | |
| **Agenda** | | 1. Welcome 2. Updates 3. Standardisation Activity - Guess the strengths 4. Standardisation Activity - Guess the actions 5. Advice for new observers 6. AOB | | | |
| **Item** | **Notes & comments** | | | | **Action for** |
| **1** | **Welcome** | | | | |
| 1.0  1.1  1.2 | WS welcomed all to the Standardisation and gave an overview of what would be covered.  WS went around colleagues at the table and asked for an update on how the academic year has been for them. Overall, it has been a busy time for colleagues and a number have completed several observations. A few have not been able to complete many observations due to teaching or the courses being cancelled when the notification has been sent. Colleagues have found that the majority of courses and tutors they have observed to be very positive with good teaching. This has made report writing easier.  SH asked if it was possible when asking for observers for upcoming courses whether we could list the day of the week the course is running. This will help observers identify the dates in their diaries. WS agreed that this would be done going forward. | | | | WS/KLV |
| **2** | **Updates** | | | | |
| 2.0  2.1  2.2 | **Observations in numbers**  WS asked colleagues to guess the total numbers of tutors and observations etc.  This year we have had a total of 130 tutors. Of the 130 tutors there have only been 15 not observed and this number is due to decrease as HCT have some Supported Learning Walks coming up for their new tutors.  Providers have completed 49 Supportive Learning walk and 32 OTLAs.  Hampshire Achieves have completed 21 sample Supportive Learning Walks and 63 formal OTLAs.  This is a total of 165 observations.  87.40% of tutors have been observed so far this year which again will increase once HCT have completed further Supportive Learning Walks. The vast majority of tutors are meeting expectations.  All GCS, CFW, HFRS and Itchen tutors have been observed this year.  **What we are doing well**  Most reports clearly identify key strengths with supported evidence.  Safeguarding, Prevent and BV is reported on well.  Pedagogical elements are being noted (questioning, cognitive load, assessment.  **Where we could improve**  Not all tutors are receiving suggestions on ways to be even better (developing best practice).  Some reports are overly narrative, and judgment is not always clear.  Some reports come in with elements missing or not being proof-read.  Not all reports are submitted in a timely manner. | | | |  |
| **3** | **Standardisation Activity - Guess the strengths** | | | | |
| 3.0 | For this standardisation activity, colleagues were given the main body of 4 different reports. WS asked colleagues to look at each report and then feedback after each report. The first activity was to try and identify what strengths they think the observer noted for each report.  **Report 1**  5-6 strengths were identified by colleagues:   * Questioning skills were picked up through the body of the text. * Assessment – there is clear assessment taking place. * Feedback to learners – there is supportive feedback to learners. * Use of resources – this was seen as excellent so we would expect this as a strength * Active learning * Prevent and British Values * Sequence of learning/Clarity of purpose   The reveal – questioning skills and active learning were strengths given by the observer  **Report 2**  Most identified 2-3 strengths:   * Feedback to learners – this was excellent * Appropriateness of content – there is clear differentiation. * Good sequence of learning. * Active learning – however, we would expect this as an exercise class so possibly not a strength.   The reveal – clarity of purpose, active learning, feedback to learners, use of resources.  **Report 3**  The report was mainly explaining what the learners were doing. Colleagues struggled to pick out what the strengths could be. Feedback to learners was identified. Often in an art class you will see the learners engaged and ‘doing’ meaning in the afternoon you might not see much evidence of delivery. HOH suggested possibility Employability – English from the first paragraph.  Reveal – feedback to learners, classroom management, sequence of learning.  **Report 4**  Most identified 4 strengths:   * Assessment of learning * Clarity of purpose * Appropriateness of content * Classroom management   Reveal – clarity of purpose and active learning  Colleagues were surprised assessment of learning was not there. | | | |  |
| **4** | **Standardisation Activity - Guess the actions** | | | |  |
| 4.0 | The second activity was to try and identify what actions they think the observer noted for each report.  **Report 1**  Colleagues suggested assessment of learning although the context of the report mainly refers to the curriculum plan but all agree that they think assessment of learning is an action.  Reveal – assessment of learning and this action is regarding curriculum plan as colleagues thought.  **Report 2**  1-2 development actions identified:   * Questioning skills and assessment of learning were picked up by colleagues.   Reveal – assessment of learning and employability - English and maths.  **Report 3**  Most only identified 1 area:   * Questioning skills was identified by all and clarity of purpose was also queried.   Reveal – clarity of purpose and learning objectives to be reviewed and made SMART.  **Report 4**  No mention of questioning so perhaps questioning skills.  Reveal – no actions were given which could show that this tutor is very good, and it is difficult to find any actions. | | | |  |
| **5** | **Advice for new observers** | | | | |
| 5.0  5.1  5.2 | WS asked colleagues what advice they would give a new observer  Some potential new observers looking to be trained and this would be very useful to them.  Observers sometimes struggle to know where to direct tutors. WS suggests VLE. HOH has sent tutors to workshops and has noticed the improvement in delivery from these.  WS to provide observers with a list of useful resources to pass on to tutors.  Colleagues to use the QR code or the link sent out to provide anonymous feedback for what advice could be given to new observers. | | | | WS  All |
| **6** | **AOB** | | | | |
| 6.0 | Nothing to note. | | | |  |
| **7** | **Next standardisation date** | | | |  |
| 7.0 | 4th September - Annual update  1-3:30  Winchester EII Court | | | |  |